

AUTO PARTS SUPERVISOR

Purpose:

To actively support and uphold the City's stated mission and values. To plan, organize and coordinate the operations within the equipment auto parts storeroom; and to perform a variety of technical tasks relative to implementing an equipment and auto parts storage program.

Supervision Received and Exercised:

Receives direction from the Equipment Maintenance Superintendent or from other supervisory or management staff.

Exercises direct supervision over auto parts specialists.

Essential Functions:

Duties may include, but are not limited to, the following:

- Plan, prioritize, assign, and review the work of staff involved in activities in the auto parts storeroom; supervise the daily operations of the storeroom.
- Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities; plan and implement proper warehouse operation procedures; develop and implement procedures for ordering, receiving, storing, and issuing parts, equipment, tools and supplies.
- Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for budget items; monitor and control expenditures.
- Participate in the selection of staff; provide staff training; work with employees to correct deficiencies; implement discipline procedures.
- Answer questions and provide information to the public and other departments and divisions; investigate complaints and recommend corrective action as necessary to resolve complaints.

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Auto Parts Supervisor (continued)

- Determine minimum and maximum inventory levels; examine competitive bidding practices for parts; keep informed of market conditions and new products; supervise and participate in development of bid specifications; solicit and analyze bids; review contracts and purchase orders; maintain contact and negotiate with vendors; make award of purchase; evaluate vendor performance.
- Process in-house repair orders for inventory; assist with completion of invoices and receiving copies; supervise the verification, extending and posting of invoices to proper accounts.
- Coordinate annual inventory process; assume responsibility for inventory reconciliation; oversee the disposal of obsolete inventory through public auction; oversee the maintenance of inventory security.
- Confer with department representatives to determine purchasing needs, specifications and areas of standardization; coordinate with other City departments regarding cost centers, purchasing procedures, contracts, inventories and requisitions.
- Oversee the operations of the computerized information system; supervise the filing system maintenance for inventory control management.
- Assist staff at parts counter and throughout the parts room as needed.
- Perform related duties as assigned.

Minimum Qualifications:

Experience:

Four years of increasingly responsible experience in automotive, heavy equipment and parts stores work, including experience in supervision and computerized inventory systems.

Education:

Equivalent to the completion of the twelfth grade supplemented by college level course work in purchasing, accounting, business administration or a degree related to this core functions of this position.

Licenses/Certifications:

Requires the possession of a valid driver's license at the time of application.

Automotive Service Excellence (ASE) certification is preferred.

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Examples of Physical and/or Mental Activities:

(Pending)

Competencies:

(Pending)

Job Code: 279

Status: Non-Exempt / Classified